

Minimum Standard Data – Swift & Sure Sanctions Program

The State Court Administrative Office requires that courts participating in the Swift & Sure Sanctions Pilot Program (SSSPP) collect certain data on probationers in the program. The information collected must include a minimum standard data set developed and specified by the State Court Administrative Office. The minimum standard data sets include the minimum data that must be reported to the State Court Administrative Office on an annual basis.

The minimum standard data that follows is broken into two sets; one set for screening and one set for case management data relevant to accepted participants. This document provides descriptions and valid values for each of the variables in the minimum standard data sets.

Set 1: Screening

Minimum standard data set for all screened individuals.

VARIABLE	DESCRIPTION	VALID VALUES
1. Court Name	Name of the court	<ul style="list-style-type: none"> Alpha/Numeric
2. Court Type	Type of court program	<ul style="list-style-type: none"> SSSPP
3. Referral Source	Party that referred probationer to SSSPP	<ul style="list-style-type: none"> Court/judicial Defense attorney DHS Prosecutor Self Other
4. Screening Date	Date probationer was screened for admission	<ul style="list-style-type: none"> mm/dd/yyyy
5. First Name	Probationer's legal first name	<ul style="list-style-type: none"> Alpha
6. Middle Name	Probationer's legal middle name	<ul style="list-style-type: none"> Alpha
7. Last Name	Probationer's legal last name	<ul style="list-style-type: none"> Alpha
8. Address	Probationer's street address at screening	<ul style="list-style-type: none"> Alpha
9. City	City associated with probationer's street address	<ul style="list-style-type: none"> Alpha
10. State	State associated with	<ul style="list-style-type: none"> Two letter abbreviation

	probationer's street address	
11. Zip Code	Zip code associated with probationer's street address	<ul style="list-style-type: none"> • Five number postal zip code
12. Race/Ethnicity	Race/ethnicity of the probationer	<ul style="list-style-type: none"> • African American • Alaskan native • Asian/pacific islander • Caucasian • Hispanic/Latino • Multi-racial • Native American • Other
13. Gender	Gender of the probationer	<ul style="list-style-type: none"> • Male • Female
14. DOB	Date the probationer was born	<ul style="list-style-type: none"> • mm/dd/yyyy
15. Marital Status	Marital status of the probationer at screening	<ul style="list-style-type: none"> • Single • Married • Widowed • Separated • Divorced
16. Phone Number	Phone number where probationer can be reached	<ul style="list-style-type: none"> • (###) ### - ####
17. SID	Number assigned when probationer was fingerprinted	<ul style="list-style-type: none"> • Alphanumeric
18. SSN last 4 digits	Last four digits of probationer's social security number	<ul style="list-style-type: none"> • Numeric
19. Eligible Charge	Charge for which program participant is on probation	<ul style="list-style-type: none"> • PACC code
20. Case/Docket Number	Probationer's case or docket number	<ul style="list-style-type: none"> • Numeric

21. Offense Category	Offense category of the eligible charge	<ul style="list-style-type: none"> • B&E/home invasion • C.S. manufacturing/distribution • C.S. use/possession • DUI alcohol first • DUI alcohol second • DUI alcohol third • Neglect and abuse civil • Neglect and abuse criminal • Non-violent sex offense • Other alcohol offense • Other drug offense • Other criminal traffic offense • Property offense • Other
22. Charge Type	Level of the probationer's SSSPP charge	<ul style="list-style-type: none"> • Civil/petition • Felony • Misdemeanor • Other
If Charge Type is Felony, Prior Record Variable is required	Variable associated with previous offenses used to identify sentencing guidelines	<ul style="list-style-type: none"> • Numeric
If Charge Type is Felony, Cell Type is required	Cell type recommended from the sentencing guidelines	<ul style="list-style-type: none"> • Intermediate • Presumptive • Straddle
23. Incident Offense	SSSPP charge's offense type	<ul style="list-style-type: none"> • New criminal offense • New petition • Parole violation new criminal offense • Parole violation technical • Probation violation new criminal offense • Probation violation technical
24. Offense Date	Date that the eligible offense occurred	<ul style="list-style-type: none"> • mm/dd/yyyy
25. Drug Court Approach	Approach to sentencing that the court takes	<ul style="list-style-type: none"> • Deferred/delayed sentence • Post sentence
26. Prior Convictions	Any prior convictions the probationer had previous to screening	<ul style="list-style-type: none"> • Yes • No <ul style="list-style-type: none"> ○ If yes, how many felonies and misdemeanors

27. Highest Education Level Completed	Highest level of education completed at screening	<ul style="list-style-type: none"> • ≤11th grade • GED • High school graduate • Some trade school • Trade school • Some college • College graduate 2 year program • College graduate 4 year program • Some post graduate • Advanced degree
28. Employment History	Employment at screening	<ul style="list-style-type: none"> • Unemployed • Employed part-time (less than 35 hours) • Employed full-time (35 hours or more) • Not in labor force (student, home maker, retired, etc.)
If Accepted into SSSPP		
VARIABLE	DESCRIPTION	VALID VALUES
29. Date Accepted	Date the candidate was accepted to SSSPP	<ul style="list-style-type: none"> • mm/dd/yyyy
30. Judge	Name of judge probationer will see	<ul style="list-style-type: none"> • Alpha
31. Case Manager	Name of case manager probationer will see	<ul style="list-style-type: none"> • Alpha
32. Jail Status of Defendant	Was the defendant in jail when accepted into SSSPP?	<ul style="list-style-type: none"> • Yes • No <ul style="list-style-type: none"> ○ If yes, include admission date and end date
If Rejected From SSSPP		
33. Date Rejected	Date the probationer was rejected from SSSPP	<ul style="list-style-type: none"> • mm/dd/yyyy

34. Rejection Reason	Reason for probationer's rejection from SSSPP	<ul style="list-style-type: none">• Program at capacity• Prosecuting attorney• Statutory ineligibility• Pending another case• Unable to locate• No SA diagnosis• Refusal• Mental health issue• Medical issues• History of violent offenses• Geographic/transportation issues• Judicial denial• Other• Eligible but randomized• Death• Non-target population
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Questions about this data set can be directed to Dana Graham, Specialty Courts Management Analyst (517-373-2218 or grahamd@courts.mi.gov).

Set 2: Case Management

Minimum Standard Data Set for participants accepted into SSSPP.

VARIABLE	DESCRIPTION	VALID VALUES
1. Drug Test Dates	Dates of drug tests – can be used by SCAO to calculate frequency	<ul style="list-style-type: none"> mm/dd/yyyy
2. Drug Test Results	Indicate whether each drug test given was positive or negative	<ul style="list-style-type: none"> Positive Negative
3. Sanction Date	Date probationer received a sanction	<ul style="list-style-type: none"> mm/dd/yyyy
4. Sanction Type	Type of sanction the probationer received	<ul style="list-style-type: none"> 3/4 Housing Alcohol testing increased Community service Court appearances increased Curfew imposed Detention Drug testing increased Jail Job club until employed Letter of apology MADD impact panel Probation reporting increased Removal of driving privileges Removal of social function privileges Residential facility Self-help sessions increased Tether-all types Tether or home detention Verbal warning Weekend program Writing assignment/essay Other <ul style="list-style-type: none"> If jail is given, state date in and date out
5. Sanction Reason	Reason the probationer received a sanction	<ul style="list-style-type: none"> Alpha
6. Treatment provider	Name of treatment provider	<ul style="list-style-type: none"> Alpha
7. Treatment Admit Date for Each Episode	Date the probationer was admitted to a treatment modality	<ul style="list-style-type: none"> mm/dd/yyyy
8. Treatment Discharge Date for Each Episode	Date the probationer was discharged from a treatment modality	<ul style="list-style-type: none"> mm/dd/yyyy
9. Treatment Discharge Reason	Reason the probationer was discharged from a treatment modality	<ul style="list-style-type: none"> Successfully completed Not completed/unsuccessful Death Other

10. Treatment Modality/Service Category	Type of treatment modality the probationer received	<ul style="list-style-type: none"> • S.A. Outpatient detox • S.A. Sub-acute detox • S.A. Residential • S.A. Intensive outpatient • S.A. Outpatient • S.A. Early intervention/education • Mental health • Other residential • Other outpatient
11. Number of Monitoring Events	Number of monitoring events for the probationer.	<ul style="list-style-type: none"> • Scheduled Contact • Field Home Check • Employment Visit
12. Program Discharge Date	Date the probationer was discharged from SSSPP	<ul style="list-style-type: none"> • mm/dd/yyyy
13. Program Discharge Reason	Reason the probationer was discharged from SSSPP	<ul style="list-style-type: none"> • Successfully completed • Unsuccessful/new offense • Unsuccessful/non-compliant • Unsuccessful/Absconded • Voluntarily withdrew • Transfer to another jurisdiction • Death • Other
14. Sentence/Disposition at Discharge	Probationer's sentence or disposition upon discharge from program	<ul style="list-style-type: none"> • Jail = days • Probation = months • Prison = months
15. Supervision Status at Discharge	Probationer's level of supervision upon discharge from program	<ul style="list-style-type: none"> • Completed probation • Continued probation • Not applicable
16. Education at Discharge	Educational level achieved by probationer at discharge	<ul style="list-style-type: none"> • ≤ 11th grade • GED • High school graduate • Some trade school • Trade school graduate • Some college • College grad 2 Yr program • College grad 4 Yr program • Some post graduate • Advanced degree
17. Positive Change in Education	Subjective decision by case manager	<ul style="list-style-type: none"> • Yes • No
18. Employment at Discharge	Employment status of probationer at discharge	<ul style="list-style-type: none"> • Unemployed • Employed part-time < 35 hours • Employed full-time ≥ 35 hours • Not in labor force (student, home maker, retired, etc.)

19. Positive Change in Employment	Subjective decision by case manager	<ul style="list-style-type: none">• Yes• No
20. Case Outcome at Discharge	Legal case disposition	<ul style="list-style-type: none">• Case dismissed• Charge reduced• Charge & sentence reduced• No change in charge or sentence• Sentence reduced• Not applicable• Other
21. Number of Bench Warrants	Number of bench warrants probationer received during program	<ul style="list-style-type: none">• Numeric

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